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**National Capital Consortium**  
UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
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## **GRADUATE MEDICAL EDUCATION COMMITTEE MEETING**

**06 September 2006, 1500 Hours**  
**1500 hrs, Board of Regent Room, D3001, USUHS**

### **OPEN SESSION MINUTES**

The National Capital Consortium Graduate Medical Education Committee met Wednesday, September 06, 2006, 1500 hours. A quorum was present.

#### **OLD BUSINESS:**

**Approval of Minutes:** The minutes from the August 2, 2006, NCC GMEC meeting, were approved as written.

**IV.B.10.e Program Director Searches:** The Administrative Director (AD) informed the GMEC of the following ongoing NCC Program Director searches: **NCC Psychiatry Residency Program (Initiated 17 August 06)** Pending Search Committee Nominee; **NCC Pediatric Infectious Disease Fellowship Program (Initiated 31 Aug 05)** Pending Search Committee Nominee, **NCC Sleep Fellowship Program (Initiated 12 July 2006)** has forward the proposed search slate to the BOD's and is awaiting their concurrence ; **NCC IM Critical Care Medicine Fellowship Program (Initiated 10 April 06)**, Packet Forwarded to the Search Committee member on 26 June 06, Pending Search Committee Recommendation **NCC Orthopaedic Surgery (WRAMC) Residency Program (Initiated 15 March 06)** Placed on hold until further notice.

**Selection for Program Directors:** LTC (P) Robert C. Dean, MC, USA, NCC Urology Residency Program, effective 01 August 2006; LTC Robert W. Stewart, MC, USA, NCC Cardiothoracic Surgery Residency Program, effective, 15 August 06

#### **Selection of Associate Program Directors:**

- LCDR William Shimeall, MC, USN, NCC NNMC Internal Medicine Residency Program effective, 07 August 06
- CAPT (Ret) Angeline A. Lazarus, MC, USN, NCC IM Pulmonary Critical Care Medicine Fellowship Program effective, 14 August 06
- CDR William D. Watson, MC, USN, NCC Neurology Residency Program effective, 23 August 06
- Lt Col Richard C. Derby, USAF, MC, NCC Family Medicine Residency Program (MGMC), effective 29 August 06
- Major Chad A. Hamilton, USAF, MC, NCC Gynecologic Oncology Fellowship Program, effective 29 August 06

The Committee voted without objection to approve the selections. Congratulations!

**Certificates of Appreciation:** The AD noted that a Certificate of Appreciation has been forwarded on behalf of the GMEC to COL David Mcleod, MC, USA, NCC Urology Residency Program 1984-2006, and COL Philip Corcoran, MC, USA, NCC, Cardiothoracic Surgery Fellowship Program, 2002-2006.

#### **NEW BUSINESS:**

**IV.B.1 Resident Representative Issues:** MAJ Michael Price, MC, USA WRAMC, LCDR Mark Travis, MC, USN, NNMC, Capt Michelle Olds, USAF, MC, MGMC, CPT Kevin Cummings, MC, USA, DACH, and CPT Christopher McGuire, MC, USA, USUHS, representatives were in attendance. No issues were raised.

#### **Committee Responsibilities:**

**Report of the Internal Review Subcommittee:** Dr. Gunderson reported on behalf of the Subcommittee. (Attachment 1).

**Tracking Sheets:** See Tracking Sheet

#### **IV.B.11 Internal Reviews:**

- a. Dermatology
  - i. The Internal Review Committee was properly formed and the Internal Review was performed in accordance with NCC policies on 17 Aug 2006.
  - ii. Deficiencies noted
    1. Poor microscopes and audio-visual equipment at NNMC
    2. Inadequate number of enlisted personnel in NNMC clinic
    3. CHCS-II has resulted in decreased productivity
    4. The appointment letter still states that the program is based at WRAMC
  - iii. Deficiencies noted in earlier Site Visit and Internal reviews have been successfully addressed.
  - iv. The Subcommittee did not recommend any further follow up from the Program Director who is aware of the problems listed above and is addressing them.
- b. Cardiovascular Medicine
  - i. The Internal Review Committee was properly formed and the Internal Review was performed in accordance with NCC policies on 24 July 2006.
  - ii. Numerous documents required for the review were not provided by the Program Director. These included records of teaching the Core Competencies.
  - iii. Areas of Concern
    1. Documentation for evaluation of the residents by other than faculty was not presented.
    2. There is no defined faculty development program.
    3. Fellows are not involved in Performance Improvement and Performance Improvement documents were not submitted.
    4. Residents are not included in the formal review process of the Program.
  - iv. The Subcommittee recommends that the Program Director respond to the Areas of Concern including his inability to provide required documentation by the 22 September.



- a. **Follow-Up on Prior Reviews: Neurophysiology WRAMC**
  - i. The issue of technical support seems unsolvable
  - ii. Staff evaluation and tracking issues have been adequately addressed.
  - iii. No further action is recommended.

#### **IV.B.8**

##### **a. ACGME Correspondence:**

###### **Forensic Psychiatry**

- i. ACGME reviewed submitted information
- ii. The date of the next Site Visit has been set at May 2008
- iii. No further action is recommended. Follow up at the Internal Review in 2007

#### **IV.B10.b**

Internal Medicine at NNMC was approved for an increase in resident complement.

##### **Other matters.**

#### **IV.B11**

- a. Revision of the list of documents required for the Internal Review.
  - i. The Subcommittee recommended dropping the following requirements
    - 1. Copy of the ACGME Institutional and Program Requirements (These are summarized in the checklists)
    - 2. Copy of the Last ACGME Accreditation letter (Provided in the Internal Review Packet)
    - 3. Copy of the last Internal Review. (Provided in the Internal Review Packet)
    - 4. Instructional plans to achieve the educational objectives.
    - 5. Resources available to meet the educational objectives.
  - ii. The Subcommittee recommended adding the following items
    - 1. Copy of program specific supervision policy
    - 2. Copy of program specific policy of work hours.
    - 3. Copy of most recent Annual Report.
- b. The Subcommittee recommended changing the wording of the list of documents.
  - i. For providing the educational objectives to read "Educational goals and objectives of the program in ACGME Competency based format".
  - ii. For the Quality Assurance requirement to read "Documentation of resident participation in Quality Assurance activities."
- c. The subcommittee recommended that the Instructions for the Chairman of the Internal Review committee have added:
  - i. A requirement to list the residents and faculty members interviewed.
  - ii. A requirement to comment on the progress the program has made in using the Outcome Tools it listed in the last Annual Report.

The next Subcommittee meeting is scheduled 27 September 2006 at 1500 hours.

The GME unanimously voted to accept the report of the Subcommittee's report.

#### **IV.B10.b**

**Complement Change for NNMC Internal Medicine:** The GMEC approved CAPT Dwyer's request for a temporary increase for two additional positions for this academic year, and one for the next year to accommodate residents displaced by Katrina.

#### **IVB1**

**Dept or Service Chief Serving as Program Director:** Effective 30 August 06, the Executive Committee reaffirmed a policy that states that an individual cannot hold the position of

Department or Service Chief and serve as the Program Director. Exceptions to the policy must be presented to the GMEC.

#### **IV.B.3**

**MOUs: Reminder that all new proposals should identify additional funding requirements, including anticipated TDY expenses. The GME unanimously voted to approve the MOU's**

#### **IV.B.10d**

- Proposed revision of an existing MOU with **BUMED 8-15-06, Dana Bradshaw, MD, MPH, Colonel, USAF, MC, Director, General Preventive Medicine Residency, NCC.06.149**
- Proposed one-time elective rotation with the **Mount Clemens Regional Medical Center, Mr. Clemens, MI, and the Consortium's NNMC Transitional Year Program**. This agreement would allow a physician in the Consortium's Transitional Program to participate in the Residency Program/Specialty from 15 Jan 2007 through 11 February 2007. (**Jeffrey A. Blair, MD, CDR MC USN, Acting Transitional Year Program Director**) NCC.06.150
- Proposed one-time agreement for a clinical rotation with **Dr. John D. Charbonneau, M.D., MHP, FACOEM, Occu-care, Inc., Greeley, Colorado**, for the month of December 2006 for an OEM Resident, LTC Terry Lakin. (**COL Mallon, MC, USA, Program Director, Occupational and Environmental Medicine Program**) NCC.06.153
- Proposed one time agreement with the **Public Health Trust of Miami-Dade County, Florida**, the organization that operates the Jackson Memorial Hospital in Miami. This agreement would allow physicians in the **Consortium's Anesthesiology residency program** to receive part of their required clinical training at Jackson Memorial Hospital. (**LTC Paul Mongan, MC, USA, Program Director**) NCC.06.100
- Proposed agreement with the **Johns Hopkins Hospital and at he Johns Hopkins University School of Medicine, Department of Neurology and Neurosurgery, Baltimore, Maryland**. This agreement would allow physicians in the Consortium's Pulmonary and Critical Care Medicine Fellowship Program to participate in clinical training at Hopkins facilities. (**COL Oleh Hnatiuk, MC, USA**) NCC.06.140
- Proposed agreement with the **Johns Hopkins University, Baltimore, Maryland**. This agreement would allow physicians in the Consortium's Radiation Oncology Residency Program to receive clinical training at Hopkins. (**CDR Matthew M. Poggi, MC, USN**) NCC.06.143
- Proposed umbrella agreement with the **Naval Medical Clinic, Annapolis, Maryland**. This approach is taken at the Clinic's suggestion and will replace current and expired agreements for the following Occupational and Environmental Medicine Residents, Sports Medicine Fellows, NNMC-based Transitional Year Residents, and Family Medicine Residents. Other programs may be included under this umbrella without additional affiliation agreements (**Dr. Howard Fauver, NCC Administrative Director**) NCC.06.148
- Draft of an agreement with the **Winn Army Community Hospital, Fort Stewart, Georgia**. This agreement would allow physicians in the Consortium's Psychiatry Residency Program to participate in clinical training at the Hospital. (**COL Douglas A. Waldrep, MC, USA**) NCC.06.152



- Proposed agreement with **Spirit Aerosystems, Inc., in Wichita, Kansas**. This agreement would allow a physician in the Consortium's Occupational and Environmental Medicine Residency Program to receive clinical training with Spirit Aerosystems from 1 - 30 November 2006. (COL Timothy Mallon, MC, USA) NCC.06.154
- Proposed agreement with Madigan Army Medical Center, Tacoma, Washington. This agreement would allow physicians in the Consortium's Psychiatry Residency Program to participate in clinical training at the Hospital. (COL Douglas Waldrep, MC, USA) NCC.06.160
- Proposed agreement with **the Lake Erie College of Osteopathic Medicine in Erie, Pennsylvania**. This agreement would allow a physician in the Consortium's Physical Medicine and Rehabilitation Residency Program to receive clinical training with the College from 1 - 30 November 2006. (LTC Gambel (p), MC, USA) NCC.06.159
- Proposed agreement with the **Johns Hopkins University Medical Institutions**. This agreement would allow a Johns Hopkins University Internal Medicine Resident, to participate in clinical training in Dermatology at the Consortium's clinical facilities from 29 November through 12 December 2006. (COL George W. Turiansky, MC, USA) NCC.06.161
- Proposed renewal agreement with the **Orthopaedic Center in Rockville, Maryland**. This agreement would allow physicians in the Consortium's Physical Medicine and Rehabilitation Residency Program. to receive clinical training with the Center. (LTC(P) Jeff Gambel, MC, USA) NCC.06.155
- Proposed renewal agreement with the **Sinai Hospital of Baltimore, Inc., Baltimore, Maryland**. This agreement would allow physicians in the Consortium's Physical Medicine and Rehabilitation Residency Program to receive clinical training with the Hospital. (LTC(P) Jeff Gambel, MC, USA) NCC.06.156
- Proposed renewal agreement with the Anderson Orthopaedic Clinic in Arlington, Virginia. This agreement would allow physicians in the Consortium's Physical Medicine and Rehabilitation Residency Program to receive clinical training with the Clinic. (LTC(P) Jeff Gambel, MC, USA) NCC.06.157

All agreements were approved although the Jackson memorial approval is contingent upon identifying necessary funding.

#### **Items from the floor:**

The Annual Report Survey form 1 September 2005 – 31 August 2006 has been posted on the NCC homepage and a copy has been emailed to all Program Directors. Survey is to be emailed to Ms Lisa Reaves, NCC Administrator no later than **4 Oct 06**. Her email address is as follows: [lreaves@usuhs.mil](mailto:lreaves@usuhs.mil).

The AD reminded the GMEC of the requirement to use the Quality Assurance stamp on all of their resident documents. Ms Sha-Ron Nimmons is the point-of-contact

The next Internal Review Subcommittee meeting is scheduled for September 27, 2006, 1500 hours, Room location to be determined. The deadline for submitting items for review at the next Internal Review Subcommittee meeting is September 22, 2006.



The next Executive Committee meeting is scheduled for October 25, 2006, 1400 hours, room location to be determined.

The next Board of Directors meeting will be held in November 2006. The actual date, time and location, will determined at a later date.

**The next meeting of the GMEC** is scheduled for October 4, 2006, 1500 hours, Board of Regent Room, D3001.

**The Selection Board is scheduled for** 27 Nov - 1 Dec, registration is expected to be open by September 15, 2006. To-date, hotel location has not been confirmed.

**Dr Nace informed the GMEC of the following issues that were discussed at the ISC meetings:**

- Medical education issues and some of the objectives set forth back in April. The first is looking at the integration of programs. The Program Director Search for the single integrated Orthopedics program is expected to begin next month for next summer.. The timeline for Transitional Year program's integration to one program is anticipated to be July 1, 2008.
- The issue of residents being billeted and sponsored at USUHS versus the NCC is being addressed. The committee discussed changing the sponsorship at the same time or just before the next site NCC site visit. Dr Fischer raised a questions regarding how the sponsorship of the ABOG would be affected by the change. In response, Dr. Nace noted that the ABOG's requirement for sponsorship is similar in regards to the requirement of sponsorship will be addressed.
- The committee is reviewing the possibility of establishing a single budget at the NCC. The idea is to establish a policy where everyone is operating under a single set of rules for funding for the residents.
- Other issues addressed at the Health Professions Education Subcommittee meetings include addressing the consolidation of nursing training and education. The committee is also reviewing the possibility of centralizing some of the education as we are working on developing a Core Competencies Subcommittee at the NCC. The AD commented that the NCC plans to establish a Core Competency Committee and it will be responsible for identifying sources of material to meet core competency requirements. The second purpose will be to enlist the aid of the USUHS or some other agency to create the resources. Six subcommittees will be established under the Core Competency Committee. The AD invited those interested in servicing on one of the committees to send him an email.

Dr Smith raised a question regarding the need to establish a MOU in order for the Oral Maxillo-Facial Residents to continue to see patients at the Annapolis Facility prior to performing surgery at NNMC. In response, Mr. Jason Kaar, Legal Counsel for the NCC, noted that the Naval Dental Command no longer exists and now falls under the Medical Command so NCC agreement covers it. Additionally, the visits are less than 30 days and therefore, an MOU is not required.

**IVB6**

**LTC Bernet** reemphasized the need for resources to meet the core competencies. The AD asked him to forward a list of areas where help is needed and the Executive Committee will work to help find resources.

**Dr Wortman** informed the GMEC that he polled all the training centers in the DC area to include Children's hospital, NIH, and the Washington Hospital and found they all have a centralized

process for teaching their fellow, frequently utilizing our faculty. He will provide the names of some of the instructors to the AD.

**Dr Martin** shared some of his perspectives as an RRC Chairman pertaining to the new way of looking at site reviews. He noted that the site reviews no longer ask whether program requirements are met but how would you fix the issue and they also offer suggestions. The new letters that will be forwarded after the spring meeting will contain the new methodology.

**Dr Waldrep** requested approval for one of the residents to change from categorical psychiatry to IM psychiatry. The GMEC approved Dr Waldrep's request. The AD will forward a note to Dr Powers' office informing him of the GMEC's approval.

**Ms. Stephenye Tyler**, GME Administrator, WRAMC, requested that the PDs remind their incoming residents and fellows to come down to the GME office so they can complete their forms so that files may be processed. She noted that Dr Nace has been coming in and addressing the incoming trainees. As a result, Ms Tyler has been receiving a lot of positive feedback.

The meeting adjourned at 1615 hours.

A Closed Session followed.

A handwritten signature in dark ink, reading "Howard E. Fauver, Jr." with a stylized flourish at the end.

Howard E. Fauver, Jr., M.D.  
Administrative Director

*Note: Reference in the left margin represents functional area of responsibility of the Graduate Medical Education Committee. Attached to these minutes are definitions of the eleven areas.*